

## **Buena Vista School District**

### **INVITATION TO BID**

Intercom/Paging/Bell System

**Proposal:** Buena Vista School District is soliciting RFP's for a 2-way Intercom/Paging/Bell System. See Section 1 for the complete Project Scope.

**Bid Timetable:** Release of RFP: Wednesday, February 11, 2009  
Pre-bid Walkthrough: Thursday, February 19, 2009  
Final Addendum Posting: Monday, February 23, 2009  
Bids Due: **1:00pm, Thursday, February 26, 2009**

**Bid Opening Location:** **Saginaw Intermediate School District**  
**6235 Gratiot Rd**  
**Saginaw, MI 48638**

Contract Award: District Board Meeting, March, 2009

**Envelope:** Mark Sealed Envelope:

**Intercom/Paging/Bell System Bid**  
**Attn: Patrick Loshaw**  
**Saginaw Intermediate School District**  
**6235 Gratiot Rd.**  
**Saginaw, MI 48638**

**No FAX or Email Bids will be accepted.**

**Inquiries:** Patrick Loshaw, Technology Supervisor  
Saginaw Intermediate School District  
Email: loshawp@sisd.cc  
Phone: 989-497-1125

**Taxes:** Price quotes should exclude State and Federal taxes.

**Withdrawal:** No proposal may be withdrawn for a period of ninety (90) days after public opening. All bid proposals are to meet the minimum specifications indicated in this RFP.

Bidder is to clearly indicate any item which deviates from the specifications. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened. If either a unit price or extended price is obviously in error, or the other is obviously correct, the incorrect price will be disregarded.

**Receipt of Bids:** Bids received prior to the time of the bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the Saginaw Intermediate School District or Buena Vista School District for the premature opening of a bid not properly addressed or identified.

- Award:** It is the intent of Buena Vista School District to award the bid at the regularly scheduled Board meeting in March, 2009. The District requires the Intercom/Paging/Bell System to be fully operable by 60 days past bid award.
- Right to Reject:** We reserve the right to accept or reject any or all bids, to waive any irregularities or defects, and to accept other than the low bidder in the best interest of Buena Vista School District.
- Affidavit of Bidder:** All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the owner and school district personnel or Board members. Any bid that does not include the sworn and notarized Affidavit of Bidder will not be accepted (pursuant to MCL 380.1267(3)(d)).
- Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the parties under this bid and any agreement reached through this process.
- Disclosure:** All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
- Independent Price Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- References:** References are requested as a part of the solicitation of bids. Failure to honor this request will cause the bidder to be presenting a non-compliant bid.
- Indemnification:** The contractor agrees to hold and save the school systems, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.
- NOTE:** **BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED IN THIS RFP, AS NONE OTHER WILL BE ACCEPTED.**

**NOTICE OF NONDISCRIMINATION**

Buena Vista School District do not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies for the District:

Dr Sharron Jenkins Norman, Superintendent  
Buena Vista School District  
705 N. Towerline Road  
Saginaw, MI 48601  
989.755.2184

## **Section 1 - Project Scope**

### **1.1. Overview**

Buena Vista School District is requesting proposals for a 2-way Intercom/Paging/Bell System that will replace the existing Bogen PA/Bell systems in each individual building. This new system will enable a building All Page, Zone Page, Multiple Alert Tones, 2-way Intercom Communication, and Programmable Zoned Bell Schedules.

See Section 2 for more details on equipment and configuration.

The new system will use existing wiring and speakers. This bid does not include any replacement of defective speakers or building wiring that may be discovered at the time of installation. However, the System Provider will submit a list of necessary repairs and estimated cost to the District at the time of installation if any are found.

### **1.2. Proposal Cost Details**

The District reserves the right to choose the installation of systems into any or all locations based on final proposal costs, so Bidders should provide per-building pricing. Bidders may alternately choose to provide discounted pricing if the District chooses to install at all locations.

### **1.3. Rights of the District**

Buena Vista School District reserves the right to:

- reject any and all bids without assigning any reason therefore
- be the sole judge of equivalency
- negotiate with all qualified sources
- assign weighting factors to contract award criteria
- waive in part or in its entirety this RFP or any bid requirements in accepting or rejecting bids
- award a portion of this work and request a deduct credit for work deleted
- award the sections to separate vendors
- allow service substitutions as warranted and as permitted by the FCC/USAC

## **Section 2 - Detailed Specifications**

### **2.1. Building Locations:**

Buena Vista High School  
3945 E. Holland Road  
Saginaw, MI 48601

Ricker Middle School  
1925 South Outer Drive  
Saginaw, MI 48601

Brunkow Elementary  
3000 S. 24th Street  
Saginaw, MI 48601

Henry A. Doerr Child Development Center  
3270 Perkins Street  
Saginaw, MI 48601

### **2.2. System Installation and Configuration**

Each building currently has its own Bogen system with a Bogen phone in designated classrooms to communicate with the front office. The new system will have the ability to page a classroom and have two-way communications. The new system will use existing wiring for the speakers.

This bid does not include any replacement of defective speakers or building wiring that may be discovered at the time of installation. However, the selected System Provider will submit a list of necessary repairs and estimated cost to the District at the time of installation if any are found.

This new system will enable a building All Page, Zone Page, Multiple Alert Tones, 2-way Intercom Communication, and Programmable Zoned Bell Schedules.

It shall be the selected Bidder's responsibility to work with the District's project manager, Patrick Loshaw, to review the location of any and all installed equipment and to identify any changes that may be appropriate based on the building layout and/or wiring configuration.

### **2.3. Add-on Options**

Please include the optional cost of adding a call button to replace the Bogen phone. The phone will need to be removed and replaced by a call button which is used to communicate to the display phone in the main office. The new system will use existing wiring for the call buttons and speakers.

System Providers are encouraged to include pricing for additional add-on options and equipment such as building clock systems, etc.

### **2.4. Equipment**

The System Provider shall provide all equipment, wire management, patch cables, interconnect/expansion cables, miscellaneous parts and labor for a complete and operational system.

The system should include an AM/FM CD Player that will be installed and mounted in or near the main unit of each building.

High School: One new display phone will be installed in the Main Office area, one intercom standard phone in the attendance office, and one standard intercom phone in the principal's office. Intercom phones will have the ability to perform the same paging features as the display phone.

Other three buildings: One new display phone will be installed in the Main Office area.

Please indicate the price of adding an additional intercom phone at any given building.

## **2.5. Rack Space and Electrical Requirements**

The Systems Provider shall indicate the required rack or floor space and electrical requirements that the District will need to provide in order to accommodate the System Provider's hardware. Any additional requirements must be identified in the proposal. **The current Bogen rack may be reused to mount equipment if a cost savings can be achieved and should be indicated in the bid.**

## **2.6. Testing, Identification, and Administration**

All equipment shall be tested for proper operation and be fully functional, and all equipment shall be properly labeled. The System Provider shall describe all procedures for using the system and train the main operator(s) at each location.

## **2.7. Documentation**

The System Provider must provide reference documentation on the use of the system. Including but not limited to a list of call button locations and zones descriptions.

## **Section 3 – Proposal Instructions**

### **3.1. Bid Pricing Page**

The Bid Pricing Page shall be signed, with ink by an authorized agent of your company.

### **3.2. Copies**

All bidders shall submit three (3) complete copies of the proposal.

### **3.3. Service Provider Name**

The Service Provider name should appear on all Requests for Proposal sheets.

### **3.4. Proposal Format**

Proposals shall include all of the following documentation. These forms are all included in this RFP.

**1. Bid Pricing Sheet**

**2. References**

**3. Familial Disclosure Form (MUST BE NOTARIZED)**

### **3.5. System Provider Evaluation**

Proposals will be evaluated on several criteria including costs, references, concurrence with requirements and project time lines.

### **3.6. Addendum**

Any necessary Addendum to this bid will be posted on the Buena Vista School District website ([www.bvsd.us](http://www.bvsd.us)) It is the Bidder's responsibility to check for any Addendum clarifications prior to final bid submittal. The District will not be responsible for notification of any Addendum postings.

## Bid Pricing Sheet

Directions: Bid prices must include all supplies, training, warranties, shipping charges, and labor as described herein.

**NOTE: ATTACH PRICING SHEETS FOR ADDITIONAL OPTIONS**

**System for Buena Vista High School**

**System for Ricker Middle School**

**System for Brunkow Elementary**

**System for Henry A. Doerr Child Development Center**

**TOTAL of buildings projects awarded individually**

**Discount for all four buildings awarded together (if applicable)**

**TOTAL after discount (if applicable)**

**Call Buttons to replace Bogen handsets**

**Other**

The Undersigned hereby certifies to Buena Vista School District that so long as it holds a contract with the District it shall not discriminate against any employee, applicant for employment because of race, religion, national origin, sex, disability, age, marital status, height or weight and that it shall abide by all applicable state and federal laws and guidelines regarding equal employment opportunity and affirmative action.

Service Provider\_\_\_\_\_

Signature\_\_\_\_\_

Address \_\_\_\_\_

Date\_\_\_\_\_

City/State \_\_\_\_\_

Telephone\_\_\_\_\_

## References

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**This form must be notarized and included with bidder's quote**

The undersigned, the owner or authorized office of \_\_\_\_\_  
\_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Buena Vista School District request for quote, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of Buena Vista School District and any member of the Board of Education or the Superintendent.

**List any Familial Relationships:**

**Bidder:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_ 2009, by \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print name)

\_\_\_\_\_ Notary Public  
\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting

in the County of: \_\_\_\_\_